

**PAROWAN CITY COUNCIL MEETING
JANUARY 14, 2016
PAROWAN CITY OFFICES, 35 E. 100 N., 6:00 P.M.**

MEMBERS PRESENT: Mayor Donald G. Landes, City Councilwoman Vickie Hicks, City Councilmen Alan Adams, Ben Johnson, Jay Orton, and Steve Thayer, City Attorney Justin Wayment, City Manager Shayne Scott, City Recorder Callie Bassett

MEMBERS ABSENT: None.

PUBLIC PRESENT: Ryan Pritchett (Armstrong Consultants), Chuck and Dottie Stade, Greg Hicks, Alex Hicks, MaryAnn Williams, Mark Barton, Mike Abbott, Earl Olsen, Corie Craig, Robbie Sabina, Carol Cooke, Haven Scott (The Spectrum), Joe Bradshaw, Mason Kerr, Jim & Heather Shurtleff, Marge Cipkar, Evan Vickers (State Senator), Ken Carpenter (PPD), Todd Olsen (Bowen Collins & Associates), Jameson Griffiths, Marie U. Adams, Brock Berger, Bob Whitelaw, Emily Johnson, Amy Johnson, Brenin Johnson, Steve Decker, Holland Terry, Paul K. Smith (PPD), Shelines Frandsen

CALL MEETING TO ORDER: Mayor Landes called the meeting to order at 6:00 p.m.

OPENING CEREMONIES/THOUGHT/PRAYER – MAYOR DON LANDES: Mayor Landes welcomed Senator Vickers to the meeting. He also mentioned that Parowan just celebrated its 165th birthday. There was a post on Facebook by Shayla Foley, a former resident who now lives in Indianapolis, IN. She said, “Today Rachel came home from school and asked me if I knew what day it was. I said January 13th, and she said, “Yes, it's Parowan's Birthday!” Now, most towns do not know their birthday, but in Parowan, a celebration is held. During school, everyone meets in the school gym and each grade performs a dance in pioneer or western attire....Sarah was very disappointed to not get to do the Basket dance this year. It's a wonderful tradition...we missed it. But in Parowan's honor, we did make a cake for the occasion. Happy Birthday Parowan!!!!” Mayor Landes said he thought this was a great expression of Parowan's birthday, the traditions this community enjoys, and what the young people take away from them as well.

Next, Mayor Landes offered the invocation. He then led the Council and the public in the Pledge of Allegiance.

SWEARING IN OF NEW CITY COUNCIL MEMBERS – JAY ORTON, VICKIE HICKS, AND ALAN ADAMS: Callie Bassett administered the oath of office to each newly elected Council member.

DOES ANYBODY HAVE ANY CONFLICTS OR PERSONAL INTEREST IN ANY MATTER ON THE AGENDA WHICH NEEDS TO BE DECLARED? No conflicts were declared.

CONSENT MEETING

APPROVAL OF MINUTES (December 10, 2015 City Council Meeting and December 22, 2015 City Council Retreat)

PURCHASE ORDERS/WARRANT REGISTER

PLANNING COMMISSION MEMBER REAPPOINTMENT – EMBER KERR:

Councilman Johnson asked if the radios on the PO are within budget. Mr. Scott explained that the Fire Department got a grant which covers the majority of the cost, and the remainder of the cost is within Chief Schiers' budget.

Councilman Thayer asked about the item regarding Red Creek. He asked if that was moving forward. Mr. Scott said it was.

Councilman Adams made a motion to approve the consent agenda. Councilman Orton seconded the motion. All Council members voted in favor of the motion. The motion carried.

ACTION MEETING

HUMAN RESOURCE MANUAL CHANGE – VACATION EXPIRATION DATE CHANGE:

Mr. Scott reminded the Council that instead of vacation hours expiring July 1st, they will now expire January 1st. Mr. Scott said he thinks this is a very positive change and has heard a lot of good feedback from staff on this.

Councilwoman Hicks asked for clarification on the vacation hours. Mr. Scott explained that regular City employees may carry over 200 vacation hours, and public safety employees and exempt employees may carry over 240 vacation hours.

Councilman Johnson moved to approve the human resource manual change for the vacation expiration date change. Councilwoman Hicks seconded the motion. All Council members voted in favor of the motion. The motion carried.

Attorney Justin Wayment arrived at 6:10 p.m.

RUFUS BUILDING PURCHASE AGREEMENT WITH JASON AND KATIE GREEN:

Mr. Scott explained that at the last meeting Jason and Katie Green were awarded the Rufus Building Purchase. Our legal counsel, Attorney Wayment, put together this agreement. Mr. Green had some questions about the agreement which he discussed with Mr. Scott while giving him a haircut. Councilman Johnson said he feels this agreement covers everything and meets the intent of the Economic Development Committee, including the Greens taking over as full owners once the construction is completed.

Councilman Thayer moved to approve the purchase agreement for the Rufus Building with Jason and Katie Green. Councilman Johnson seconded the motion. All Council members voted in favor of the motion. The motion carried.

300 WEST WELL CONTRACT AWARD:

Todd Olsen with Bowen Collins & Associates addressed the Council. Mr. Olsen said they received 5 bids for the 300 East Well Equipping project. The well was drilled, tested, and passed off by the State about a year ago. The engineer's estimate for the project was \$400,000. The low bid was Interstate Rock Products, Inc. with a base bid \$325,500.00.

Mr. Olsen said that also as part of this project they permitted through the State Division of Drinking Water to do some modifications to the existing race track well, so it could provide both culinary and pressurized irrigation water. This was included as an additive alternate bid so they could get a cost to see what the contractor would charge to do this. Interstate Rock's bid was \$37,100.00. Mr. Olsen said there were some documents that had to be included with the bids and all of the bidders were responsive and filled out their documents correctly.

Bowen Collins recommended the contract award to Interstate Rock Products for the base bid of \$325,500.00.

Councilman Adams asked Mr. Olsen if he could tell the Council what that amount of money is going to buy the City. Mr. Olsen said it is for a complete pump station – the pump, the motor and the station. He said the City needs to connect the water line to the end of the pump station. The selected contractor would turn it on, get it tested while running, and once it has successfully passed, they will turn the keys over to public works.

Councilman Adams asked what the time line is for this. Mr. Olsen said they can issue the notice of award pending Council's approval as early as Friday. It takes the contractor usually about 10 days to get its bonds and insurance together. Once those are in and reviewed by the City, they can issue a notice to proceed. From that notice they have a 5 month time period to complete the project. Mr. Olsen said the long lead time item is the pump. It takes 3 months to manufacture and deliver.

Councilman Thayer asked if we have the funds to cover this now. Mr. Scott said the funds are available in the water fund savings, however this will bring the water fund down to bare bones. He said that this Council and even the previous Council felt like this was important enough to do. We have a fantastic well, and Mr. Scott said he is excited about it. Councilman Thayer said he spoke with a gentleman up north who said we are getting a very good price for this well.

Councilwoman Hicks asked if the Council is accepting the additive alternate bid at this time as well. Mr. Scott said he was under the impression we were not doing that at this time. Mr. Olsen said that decision should be based on whether the funding is available to do it, and also if staff has the time to do it themselves. The permitting has been done. There has to be one more chemistry test done to see if it is potable water. Once that is submitted they will give us a construction plan to modify the piping. Mr. Olsen said this bid could be accepted anytime during the construction process.

Councilman Johnson moved to approve the base bid with Interstate Rock Products for \$325,500.00, and that the Council revisit the add alternate at a later point in the project. Councilman Thayer seconded the motion. Councilman Adams asked if the add alternate would

go up if we did it later. Mr. Olsen said no, this their bid. Councilwoman Hicks asked about the additive alternate bid. She said Interstate Rock Products was the second highest bid on this, and she wondered if there was an option to get one of the lower bid contractors to do this. Mr. Olsen said we probably couldn't get the company to hold that bid. Hearing no further discussion, all Council members voted in favor of the motion. The motion carried.

WORK MEETING

TRAILS MASTER PLAN – STEVE DECKER:

Mr. Decker said the Council had before them the proposed Master Plan for a trail system that could be implemented in this area. It takes in most of the south and east areas of Parowan. If this plan is adopted, this would be the entirety of the plan. We wouldn't want to expand beyond this plan at this point. We need to leave some areas outside of this trails system pristine. The TARP Committee would like to see a statement stating that this is the entirety of the plan and the City doesn't support trails outside of this plan.

Some trails are in areas where there is multiple use. There will need to be signage for hunting areas. Mr. Decker said on a personal level he is having more and more difficulty with the upper grass valley area. The lower portion doesn't bother him, but he doesn't want to cut the mountain up too much with trails. He doesn't have a problem if we are staying on double track trail that is already there. But if we start going off through some of those meadows, he has a problem with that. He said these are his own personal opinions and not those of the committee.

Councilman Adams asked if that would need to be approved through the BLM. Mr. Decker said that it would. He said this is the interesting thing – the committee is bringing this to the Council for approval and yet it is almost all on land that the City doesn't own. We still need other agencies involved and receive their approval before the trails go in. He said what this plan does do is allow us to go after funding for interpretive signage, for trail heads, and construction of the trails.

Councilman Johnson asked, if on the upper grass valley, if it would help to have some verbiage that indicated that trail is intended to stay on the existing road. Mr. Decker said if that is the Council's decision. The TARP committee will be meeting next week on this to try to finalize things. If the committee has anything before the Council approves the master plan, they will bring it back to the Council. He said he thinks that wherever the trails go, there needs to be signage that asks people to please stay on the trails.

Councilman Adams said there are a lot of good potential Eagle projects in this. Mr. Decker said there are, especially the water tank loop. He feels this could be started on immediately. He feels this could also be a very quick and definitive statement that the City is serious about the trails and we are ready to move on them. Councilman Thayer asked if they will be looking for a lot of volunteer work to get this particular trail done. Mr. Decker said yes, on this one we will. Mr. Decker also pointed out that once a trail is cleared, there will have to be maintenance on it.

Councilman Thayer asked if there will be any drainage or erosion issues. Mr. Decker said not that he is aware of. This trail has been designed so there won't be these types of problems.

Councilwoman Hicks asked if there is an opportunity to tie in with the DWR and the dedicated hunter program for project hours on this. Mr. Decker said he has not approached DWR, but he thinks there probably could be.

Councilman Johnson voiced concern about the asphalt trails. There is a cost for the asphalt trail indicated at 10 feet wide. He asked if there would be any sense in including a typical drawing, whether it's an 1 ½ inch thick or 2 inches thick over a 6 inch base, something like that so the Council can understand what they are basing the \$80/square foot off of. Mr. Decker said he thinks there is sense in that. He said he doesn't know what is in the contract for the engineers for this planning process.

Councilman Johnson said he thinks this is very exciting for the City and would like to get the Youth Council involved with this.

Mr. Scott said he thinks the goal is for the TARP committee to make a formal recommendation at the next meeting with a finished document. Mayor Landes said this will be moved to the next action meeting. Mr. Decker said the committee would be comfortable with moving this to an action. He also congratulated the newly elected officials.

SUSPEND COMMERCIAL IMPACT FEES: Councilman Orton expressed concerns about how the Council goes about doing this, especially if larger commercial properties take advantage of this. He is concerned that it would have a negative impact on our system.

Councilman Johnson said this is a very valid concern. Our economy is still up and down, and he is looking at this from an economic development standpoint. He said the City has had a great opportunity to allow some business minded people to submit some ideas, and they've been able to look at these and evaluate them. He thinks timing is critical and getting this "out there" as soon as we can is important. There should be an expiration date, and people should understand that this suspension of impact fees will expire in 6 months or whatever is determined.

Councilman Thayer said he thinks more positive things will come out of this than risk. Councilman Johnson said again that the best way to mitigate the risk is to set a time limit. He talked about the importance of growth in our community and feels that this is a way growth can be encouraged without being a detrimental cost to the City, especially at this time where there are people who have invested time and effort to come up with business plans for the recent Rufus building bid.

Councilman Adams said that we are currently only charging 40% of the normal impact fees. Councilman Orton said he shares the same desire for growth and to bring in some of these opportunities. His biggest concern is what kind of impact a big commercial property would have coming in, like a hotel, especially depending on what part of town it may be built in. He just wonders what kind of impact it would have on our system.

Councilman Johnson reminded the Council that just because the City may suspend impact fees that doesn't mean the City will provide a pump station or electrical, etc. The business is still has

the responsibility and expense to put those things in, including connection fees. The City would simply not charge for the current impact on its system.

Attorney Wayment explained that impact fees were created by the State 20-30 years ago. The idea behind impact fees is that if someone has been living in Parowan for the last 25 years, their taxes have been helping to maintain the system. When someone new moves in, they should pay impact fees because are going to piggy back on the structure that the City already has. Impact fees have to be paid within a certain amount of time unless the City explains why they don't have to be. The fees have to be pigeon holed for specific project under certain circumstances. When people move in and there is currently an 8" line, impact fees can be used to upgrade that line to a 10" line.

Councilman Thayer pointed out that there have been a lot of upgrades on our infrastructure. He feels the system can handle a fair amount more.

Councilwoman Hicks asked what kind of time frame we are looking at. Mayor Landes and Councilman Johnson both recommended 6 months. Mayor Landes asked that this item be moved to the next action meeting.

POLICE COVERAGE IN PARAGONAH: Mayor Landes said the City of Paragonah is currently in negotiations with Iron County. The County has asked them to pay a certain amount of money for law enforcement services. The Paragonah City Council and Mayor don't feel like they can afford the amount they've been asked to pay. They have approached Parowan City to provide those services in Paragonah.

Chief Carpenter explained that Parowan City Police Department has been approached because Paragonah is in a difficult situation. The amount the County Commission feels they owe for law enforcement services differs from what the Sheriff thinks is the appropriate amount of money for the law enforcement services being provided. Because of this, they have approached Parowan PD as a possible solution to their problem.

Chief Carpenter met with Paragonah's City Council (in attendance at this meeting tonight) and learned that Paragonah's attorney approached the County Commission and told them they would pay the \$12,500.00, which is the amount that the Sheriff said is the appropriate amount money for that law enforcement coverage. If County Commission is will to accept that payment, then they will remain with the Sheriff's Department for law enforcement coverage. If the County rejects their proposal, then they will ask Parowan Police Department to take over that coverage.

Chief Carpenter said from his department's perspective, the Chief has spoken with Sheriff Gower about it. They don't think that anything will change in their relationship at all. As things currently are, they always support each other. He said they are already doing a lot of things that would be required of them anyway. He doesn't see that it will have a negative impact on that relationship. It could, but he doesn't think so.

Councilman Adams asked if the County Commission refuses the \$12,500.00, would Paragonah then pay Parowan City PD that amount of money. Chief Carpenter said that is what the premise

is, and it all depends upon what the Council decides. Mr. Scott said they could have an agreement ready to review at the next meeting in case everything falls into place.

This item will be moved to the next action meeting dependent on the County Commissioners' decision.

PAROWAN CITY COUNCIL GOALS – 2016:

Mr. Scott said he tried to put these goals in a prioritized order, subject to the desires of the Council. He feels this is a decent reflection of and a good start on what was discussed at the annual retreat.

Councilman Orton said he really likes having the goals written down so they have something to look at and know what they want to go after and focus towards. He would like to see the Airport Engineer Selection moved up in the list of priorities. It is something that needs to be taken care of right away. Councilman Johnson said he's been thinking about the #9, the Youth Center, and #13, the Tennis courts. He thinks these two items can be combined. He doesn't want to lock us into tennis courts if there is another activity that would be better.

Councilman Orton said he likes to see #6, the Town Clean-Up Day, on the list. He asked what the plan behind the goal is. Mayor Landes said City has done this before in the spring. The City would organize the day, but it would be up to the residents to clean up their properties and remove the debris.

MEMBER REPORTS:

Councilman Thayer said he attended the Chamber meeting. They discussed getting some signage for restaurants and lodgings on the entryways to town. He said he has a meeting set up with Nancy Dalton on the 21st, and she will take them around and show them what they can and cannot do. He invited Councilwoman Hicks to join them. Councilman Thayer also said that he attended the Theater Board meeting and was informed that the theater was left in a mess from the last production. Mrs. Bassett advised him that there was a cast/clean up party that night at 6:30 p.m.

Councilman Orton said that Mr. Decker did an excellent job explaining what is going on with the TARP committee. He said he is looking forward to attending the TARP meetings. He reported that at the Airport Board meeting they discussed some different snow removal strategies. He said the FAA has some specific and stringent outlines on snow removal at airports. He said it is a pretty big feat for Mr. Kelly Stones and his crew to not only take care of the City but the airport as well in the time frame they prefer. He said Mr. Stones does a good job and he thinks getting some snow removal plans is what they are aiming to do out there. Councilman Orton said he enjoys being out at the airport. It is kind of a passion of his. He said seeing their 5 year plan and 10 year plan is exciting, and he thinks we have a great opportunity with our little airport to help Parowan grow.

Councilwoman Hicks reported she attended the Chamber meeting. Dr. Roth, a resident of Parowan, would really like to see some signage put in at South entrance for Parowan restaurant and lodging opportunities. The Chamber is having a blood drive on the 17th of February. They

are also donating \$500 for the improvements to the new chamber room at the old City building. The Fun/Run car is June 11th and Ride the Gap is June 4th. Councilwoman Hicks told the Council they need to encourage the businesses in town to become part of the Chamber.

Councilwoman Hicks also reported that she attended the Historic Preservation meeting where they approved the redoing of a private building as well as the demolition of the Rufus building. The Planning and Zoning Board approved a home occupation license for dog grooming. Mrs. Ember Kerr was elected the new chairperson for that board.

Councilman Adams didn't have anything to report this evening.

Councilman Johnson reported that the Youth Council will be attending "A Day at the Legislature" on January 27th. Also, they have been given assignments to meet with the Chamber members and local businesses to put together a dinner/movie night the middle of Feb. Councilman Johnson also reported that Heather Fuller, a senior engineering student at SUU, will be working with Alice Heidenreich on the master plan for the fair complex. This will be her project for the semester that she will get credit for.

Councilwoman Hicks had a question about an item on the warrant register regarding a penalty for late payroll taxes. Mrs. Bassett explained that she doesn't know why they were assessed a penalty. She does not believe the taxes were late, but made the payment in order to avoid further penalties. She is contacting the IRS to find out why this was late, and to get further instruction from them.

PUBLIC COMMENT & DISCUSSION – TWO MINUTE LIMIT EACH:

Mr. Steve Decker is one of Parowan's co-historians. He wanted the Council to know there is a page that is up on the Parowan web site. They've gotten a pretty good start, but obviously they have been doing the things that they've wanted to do. He asked if the Council has some direction they would like them to go or if there is a specific project they would like them to work on to please let them know. They will be happy to do that.

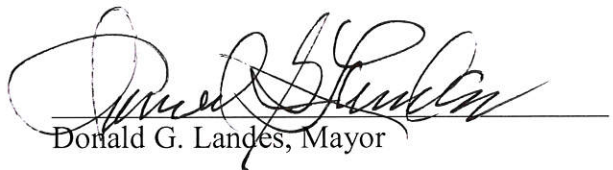
Mayor Landes mentioned the missing Mayor pictures in the City Offices hallway. Mr. Decker said he has noticed that and thinks that most of them will be fairly easy to get. Mayor Landes also mentioned the time capsule that will be opened 50 years from now. Kristen Robinson is going to head up putting together some of the things that should go into it. He asked that the historians think about what should be put in it as well.

Mr. Ryan Pritchett from Armstrong Consultants said he just happened to be in the area. He's been helping the airport for a number of years. He had some information from the last airport board meeting that he shared with the Mayor and City Manager.

Mr. Bob Whitelaw expressed his thanks for posting the elementary school drawings. He said two of his boys had pictures posted and he was out of town the day they were presented. He is on the Chamber of Commerce board and wanted the Council to know that the Chamber will be having its open house on the first Wednesday in February. The Council will receive invitations to attend, as well as every business in town. It is open to the public and will be held at the

Library. The Chamber voted not to increase their membership dues. He said he thinks Parowan City has the least expensive membership dues anywhere. The dues are only \$50, and you can get an associate membership for \$35. He said if you have a business, you should be a chamber member. If you don't have a business, you can be an associate member and be a part of what they are doing.

ADJOURN: Councilman Orton moved to adjourn the meeting. Councilwoman Hicks seconded the motion, with all Council members voting in favor of the motion. The meeting was adjourned at 7:23 p.m.



Donald G. Landes, Mayor



Callie Bassett, City Recorder